

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Challenges and Accomplishments in the Directorate of Administration

FROM:

EXA/DDA
7D24 Hqs

EXTENSION

NO.

DDA 88-2576

DATE

22 December 1988



TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EXO/OL

12/27

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DD/C

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28/12

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Vince: Thanks for your input on this. Thought you would like to see what went out. Appreciate all your help. Have a Happy Holiday.

Vince - good show;
 suggest you send
 cc to
 C/IS.

Done
 myr

DDA 88-2576

14 December 1988



MEMORANDUM FOR: Director of Public Affairs

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Challenges and Accomplishments
in the Directorate of Administration

REFERENCE: Memorandum for DDA from D/PAO, dated 28 November 1988,
DCI Speech at the 13 January SIS Promotion Ceremony

1. Pursuant to your request of 28 November, I am providing herein information outlining some of the challenges to and significant accomplishments in the Directorate of Administration. This information is in unclassified form and hopefully will be helpful to you in preparing the DCI's speech for the 13 January SIS Promotion Ceremony.

2. Challenges: As the Directorate of Administration (DA) plans for the next twelve to eighteen months, it faces the challenge of:

a. Recruiting, training, and retaining the communications professionals required to provide the telecommunications support necessary to accomplish the Agency's mission.

b. Developing new strategies for the recruitment of qualified minorities into the professional ranks of the Agency. We also must proceed with implementation of a decentralized personnel classification system and refinement of a prototype Management to Budget System, both of which are designed to improve managerial flexibility in using personnel resources while improving methods of accountability.

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d. Consolidating to the extent possible the space occupied by the Agency. In this regard a strategic plan for the year 2000 is being developed to provide a blueprint for Agency space management.

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e. As ADP becomes ever more central in this Agency, we must increase systems availability. We see the driving trend as one of decentralization of our processing resources and the growth of departmental computing. A concomitant challenge will be the efficient management of intelligence information (transmission, storage, and archiving) as our collection abilities outstrip our system resources. Inter-directorate planning and financing will be a critical element if the Agency's network is to satisfy demands.

3. Accomplishments: Over the past six months or so, the DA cites among its accomplishments the following:

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c. Our Office of Personnel administered an Agency-wide awards program that presented deserving employees with over \$3 Million for their sustained exceptional performance. This Office also opened a Center for Career Transition providing a mechanism to assist retiring employees seeking opportunities for a second career.

d. The Office of Security (OS) has embarked on its most ambitious reinvestigation program since the Agency's creation in 1947. The goal is to place all staff employees and industrial contractors on a five-year reinvestigation cycle by 1991. Toward this goal, [] reinvestigations were completed in FY88. []

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In addition OS has intensified its

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focus on the Agency's information security requirements. An Information Security Management Policy Panel has been established and meets monthly to discuss critical security issues. Along with an active computer security awareness program for employees and industrial contractors, OS is developing a trained cadre of computer experts who will work with computer users and developers to prevent major security problems.

e. The Office of Training and Education (OTE) has created an APPLICATIONS DEVELOPMENT INSTITUTE which has offered a variety of programs in office automation, project management, database design, artificial intelligence, and desktop publishing. Over 600 students from all directorates have attended over a dozen offerings. Also offered were two special auditorium presentations by leading authorities on "Artificial Intelligence and National Security" and "Is the Government Getting its Money's Worth from Computers"? [REDACTED]

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✓ f. The Office of Logistics (OL) completed a major reorganization which will provide a more functional, streamlined approach to accomplish the logistics mission. Major aspects of this restructuring include the establishment of a separate [REDACTED] function, centralization of responsibilities for all Agency facilities, and improvement of procurement services. A Space Advisory Board was also established with representation from each directorate. This Board will assist the Director of Logistics in planning the requirements for new space and revising existing allocations for more effective utilization. OL also completed the construction and moved in over half the staff scheduled to occupy the New Headquarters Building. At the same time, extensive renovations and utility upgrades were begun on the Original Headquarters Building. Construction was also commenced on the 10,000 square foot Child Day Care Center adjoining the Headquarters complex. Upon completion the Center will provide day care for 100 children of Agency employees. [REDACTED]

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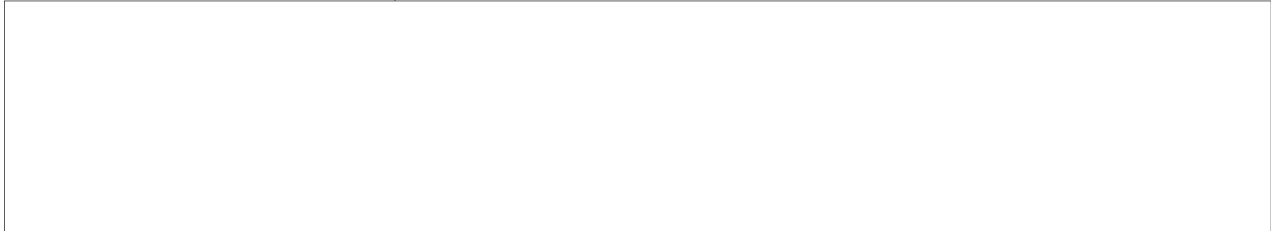
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g. The Office of Financial Management (OFM) took steps to improve Agency accountability systems. Along with OL they conducted special reviews of accountability controls and processes. OFM personnel, assigned to the DO, reviewed and where needed updated the administrative controls of all special activities within the directorate. [REDACTED]

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as a result of this study. Concurrently, the Offices of the General Counsel and Inspector General are working in the same areas, all with the shared goal of improving financial and material accountability systems.

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✓ 4. We are especially pleased with the exceptional performance of five OL employees who were each presented with Special Achievement Awards by the DO.

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5. If any additional information is needed, please give me a call.

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R. M. Huffstutler

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ORIG: EXA/DDA



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